



# Board Meeting Minutes

Thursday, July 21<sup>st</sup>, 2005

1:30 PM

Location: TLC Classroom  
(Tempe Public Library – lower level)

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**2005 TLC Schedule of Events** – distributed to Board members.

## Board Member Rotations:

### Farewell to Outgoing Board Members:

Amy Douglas	Community Service
Jan Koehn	Community Development
Mary Fowler	Community Services
Karen Huffman	Financial Services

### Welcome new members:

Anna Marie O'Brien	Library
Jeff Kulaga	Community Relations
Kevin Devery	Equipment Management
Lucy Morales	Public Works
Mark Stodola	City Court
Patty Hatvicks	Financial Services

The new board members were given Board Member Workbooks with pertinent information regarding TLC. Once the new 2006 TLC schedule is complete a copy will be given to the board members. Gretchen thanked the outgoing board members for their valuable service on the board and gave them a small token of appreciation.

## Training Partners Update

Gretchen asked the Training Partners present to update the TLC Board on training related projects in their specific departments.

### *Aaron Peterson, PD*

Aaron is facilitating a new committee called "Civilian Training Committee" made up of representatives from each civilian group within PD. The goal of this committee is to discuss and present training-related issues and create training-related events that assist in the collaboration between sworn and civilian staff.

*Laura Guerrero, Risk Management*

Laura described some new projects within Risk Management such as Manager / Supervisor Safety Management Series which will be between 8 and 16 hours. The training will focus on supervisors' responsibilities in reinforcing and coaching employees on maintaining a safe workplace and developing better tools, OSHA standards review.

*Andrea Gattorna, ITD Training Coordinator*

Andrea demonstrated the new Webquiz XP program. She updated everyone on the online computer classes called mind leaders. She also posted her quarterly schedule for IT training. She has a few Security seminars left during the lunch hour at various locations.

*Jennifer Adams, Public Works*

Jennifer reported that she has been coordinating quarterly supervisory training meetings for PW supervisors. Each session reinforces what is learned in MST by focusing on an important supervisory topic such as communication, Coaching, Conflict Resolution, Ethics, Best Practices, etc. Each supervisor receives support materials to take back to their workplace.

### **Educational Partnerships**

Wydale Holmes updated the board on the progress of the current education partnerships.

- WIU MPA - 30+ students
- ASU BIS – 25 students
- Gateway CC - AAS – 25 students
- Welding Program at Maricopa Skills Center - 7 students
- Electrical Technology Certification – Gateway CC - recruiting
- Desert Landscaper Certification/Desert Botanical Gardens - recruiting
- Certified Public Manager / ASU – 3 employee groups; currently recruiting for Winter 2006

### **TLC Programs/Updates**

Gretchen provided an overview of the Reasonable Suspensions classes being offered in September. This program is targeted for supervisors however, the class is not mandatory. She also informed the group of two classes for the IT Department; Presentations Skills and Writing Skills. Gretchen also talked about promoting the Electrical Technology program to work groups.

### **Tempe Essentials - New Employee Orientation**

Wydale went over the new curriculum sessions that will be part of Tempe Essentials. They are solution focused (SOLVE), Tempe's leadership model, rules and regulations orientation, and workplace safety. Overviews will be presented for TSC and TSC.

### **AGTS Courses Update**

Wydale advised that catalogs have been distributed and reminded board members that registration is a two step process. First the employee must register with Training Server and then with AGTS directly. Board members were asked to share the AGTS registration process with their department/work groups.

**Subcommittees Update**

CPM – Selection Panel formed:

Barbara Lear, Chair  
Dick Mickle  
Carol Clark  
Lorinda Bush

Tuition Reimbursement Policy Reviewed – committee formed:

Anna Marie O'Brien  
Patty Hatvicks  
Mark Stodola  
Andrea Gattorna

Faculty Recognition – will discuss at next meeting.

**The next TLC Board Meeting is scheduled for September 15<sup>th</sup>, 2005**